

Workshop Registration Information

Electronic Handouts Only

In order to save precious resources, the Texas Board of Nursing (BON) will no longer provide paper handouts. Instead, a link will be provided in your email confirmation, prior to the workshop for you to obtain all the materials and supplemental handouts for this workshop. Please remember to download, print and bring with you a copy of the handouts if you would like to take notes during the workshop.

Please complete the registration form, attach the registration fee and return both to the BON office. **Payment and registration form must be mailed together or neither will be accepted. We are unable to accept registration via telephone, fax, or email.** Registration and payment must be received on or before the close of business on the deadline date. We are unable to process registrations after the deadline, therefore, late registrations will not be accepted and the fees will be returned unprocessed. Registration forms may be copied. Only **one (1)** name per registration form please.

Payments Not Accepted

The BON does not have the ability to process credit cards, private company purchase orders, or vouchers.

Acceptable forms of Payment

The BON accepts personal checks, money orders, and company checks. **Please make checks payable to the Texas Board of Nursing.** If your employer is paying for the workshop, please have the employer indicate your name in the memo field of the check and indicate the name of the employer on the registration form. The employer must send the registration form with the check to register the attendee for the workshop. State agencies can pay for the workshop via Interagency Transactions Voucher (ITV). If you are employed by a State Agency and are using this form of payment, the registration form and payment must be received on or before the workshop deadline.

Mailing address

Please mail the registration form and payment to:
Texas Board of Nursing
ATTN: Workshops
333 Guadalupe, Ste. 3-460
Austin, TX 78701-3944

THE BOARD IS NOT RESPONSIBLE FOR LOST OR MISDIRECTED MAIL.

Deadline

The deadline date is enforced. If the registration form and payment are not received in the BON's office by the close of business on the deadline date, the registration cannot be accepted and the payment will be returned. However, if your registration will not arrive by the deadline, depending on space walk-in registration may be possible.

Walk-in Registration

Walk-in registration is sometimes available. Registrants are encouraged to arrive at 7:00 a.m. on the morning of the workshop. Visit the walk-in registration table, sign in and collect a number. Walk-in registration is accomplished on a first come, first serve basis.

Please remember to bring a completed registration form along with a check, money order, or the exact amount of cash to the workshop. **Availability for walk-in registration cannot be guaranteed.** Walk-in availability is not determined until 3 business days prior to the workshop date. If your registration and workshop fee were returned by the BON due to missing the deadline, you will still need to pay the full walk-in registration amount to attend. We cannot accept partial payments for walk-in registration.

If the workshop is full, we regret that walk-in registrants cannot be accommodated; even if there are pre-registrants that have not arrived at the beginning of the workshop. Per American Nurses Credentialing Center (ANCC) the BON is unable to award partial CNE credit. A participant **must** attend the **entire** program to receive CNE credit or to satisfy BON requirements.

Confirmation of Registration

On your registration form, please print your email address legibly in order to receive a registration confirmation and to receive the link to download all workshop materials. If you have any questions please contact us at (512) 305-6844 or send an email to Workshops@bon.texas.gov.

Insufficient Funds

If insufficient funds are encountered upon deposit of a check, CNE credit will not be awarded until full payment (money order or cashier's check) is remitted. If the insufficient check is discovered prior to the workshop date, we will contact you directly and you will not be registered for the workshop until we receive all applicable fees.

Refunds or Substitutions

If you are unable to attend, a substitute may attend in your place. The individual wishing to substitute will need to arrive at the workshop and complete a registration form indicating the registrant's name that they are substituting for and sign the roster next to that registrant's name.

If you would rather receive a refund for workshop fee, we must receive a formal request in writing sent to the BON requesting the refund. We must receive the request in our office before **ten (10)** business days prior to the workshop date. We regret that we cannot accommodate any requests received less than **ten (10)** business days of the workshop, regardless of extenuating circumstances.

In lieu of a refund, you may request that your registration fee be applied to a future workshop scheduled **within one (1) year** of the initial workshop that you were originally registered. We regret that we are unable to accommodate more than one transfer per registration fee (i.e. if you are unable to attend the subsequent workshop, we cannot transfer the fee again to another workshop).

In response to your request, we will send you a determination letter. If a transfer has been approved, please be advised that during the interim period between workshops the registration fee may be increased and you will be responsible for the difference. Also, please contact the BON to verify that your registration has been transferred to the subsequent workshop and that there are no additional fees required to complete registration. Confirmation will not be sent automatically. To receive confirmation, send an email request to Workshops@bon.texas.gov or contact us at (512)305-6844.

Workshop Evaluations

A link to the on-line evaluation will be e-mailed to you within one week (5 business days) following the workshop. The last part of the on-line survey will ask you for your name and email address. Complete and submit your evaluation of the workshop. The opportunity to submit your completed evaluation closes in four weeks after being sent to you.

CNE Certificates

In order to receive a CNE certificate, following receipt of your evaluation of the workshop, a CNE certificate will be e-mailed to the name and email address submitted on your evaluation within two (2) weeks. You will have four (4) weeks from the day you receive the evaluation to complete and submit.

Prior to receiving CNE credit or to satisfy BON stipulations, you must sign the attendance roster, attend the **ENTIRE** program, complete the CNE Request/Verification of Attendance Form, and turn the form in during the morning break. If a CNE Request/Verification of Attendance Form is not turned in we will not be able to verify your attendance thus credit will not be given.

PLEASE NOTE

Participants more than ten minutes late or who leave prior to the end of the session will not receive CNE credit as per ANCC requirements. If attending the workshop as part of a Board order, to receive credit, participants should not arrive more than ten minutes late or leave prior to the end of the session. Attendance at BON workshops is not mandatory for licensure renewal.

BON workshops are presented for educational purposes and for obtaining continuing education credit only.

Special Needs

If you need special accommodations regarding a disability, please notify us by letter and attach it to your registration form. Every reasonable effort will be made to accommodate you.

Workshop Recommendations

Bring comfortable clothing to accommodate layering as temperatures may fluctuate throughout the day. We also recommend bringing a pen (or pencil) and paper to take notes.

Workshop Cancellation

The BON reserves the right to cancel a workshop due to inclement weather, low attendance, or circumstances beyond Board staff's control. Registrants are encouraged to return to the BON website prior to the scheduled workshop for cancellation information. Board staff will make every attempt to notify registrants of cancellation. If a workshop is cancelled, registration fee may be applied to future workshop.

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